

ALEXANDRIA COMMISSION ON AGING

Updated and Approved June 10, 2010

Purpose of the Alexandria Commission on Aging: [Sec. 12-9-14 Municipal Code]

Functions and Duties:

- (a) **The function of the commission shall be to advocate for the elderly, to recommend to City Council programs to assist the elderly, and to review and advise city council regarding proposed projects which impact the elderly. The commission shall serve as the advisory council to the Area Agency on Aging.**

Alexandria Commission on Aging BY-LAWS

- I. MEMBERSHIP: The membership of the Commission on Aging shall consist of twenty-one members appointed by the City Council in accordance with 12-9-12 of the Municipal Code.
- II. OFFICERS: Officers shall be a Chairperson, Vice Chairperson, and Secretary, elected by the members of the Commission.
- III. ELECTION OF OFFICERS
 - A. NOMINATIONS: Not later than April each year, the Chairperson shall appoint a nominating committee of not fewer than three Commission members. The nominating committee shall present a slate of nominees to the Commission at the May meeting. Nominations may also be made from the floor.
 - B. ELECTIONS: Officers shall be elected at the May meeting, and shall be installed as the last item of business at the June meeting. A two-thirds vote of the members present shall be required for each successful nominee to be elected.
 - C. VACANCIES: In the event that a vacancy shall occur in the office of Chairperson, the Vice Chairperson shall automatically succeed to that office for the remainder of its term. In that event, or if the office of Vice Chairperson shall become vacant for other reasons, the Commission shall elect a successor at its next meeting to serve to the end of the term. A vacancy in the office of Secretary shall be filled promptly by the Commission of one of its members for the remainder of the term.
- IV. MEETINGS, QUORUMS AND VOTING
 - A. REGULAR MEETINGS: The Commission shall meet at least nine times each calendar year at a convenient time usually on the second Thursday of each month. The time, place and agenda shall be announced to Commission members and representatives of participating agencies and organizations no less than one week prior to the meeting.
 - B. SPECIAL MEETINGS: Special meetings of the Commission may be called by the Chairperson with notice of not fewer than three days prior to the meeting. The agenda for such meeting shall be limited to the subjects identified in the call.
 - C. QUORUM: The quorum for each meeting of the Commission shall be not fewer than eleven members.

- D. VOTING: Motions shall be adopted by the Commission upon an affirmative vote of a majority of its members present at the meeting. Proxy voting shall not be allowed.
- E. OPEN MEETINGS: All meetings of the Commission shall be open to representatives of interested agencies and citizens of Alexandria, and their input is encouraged. The Commission requests all agencies serving the aging to appoint representatives to attend and participate in regular and special meetings of the Commission and its standing committees.
- F. PUBLIC HEARING: A public hearing shall be held prior to the preparation of the Agency on Aging's annual *Area Plan for Aging Services*, which is submitted to the City Council and the State for approval by September each year. The purpose of the public hearing shall be to receive and offer comments regarding services to the aging as provided by the Agency on Aging. This public hearing may occur at a regular Commission meeting, or at another time if the Commission so decides. Public hearings shall be preceded by a public announcement, which shall be made at least two weeks prior to the meeting.
- G. MINUTES: Summary minutes of each Commission meeting and public hearing shall be filed with the Alexandria Agency on Aging, and shall be kept for the current year plus three prior years. Copies of the summary minutes shall be provided to each Commission member and to agency, organization and staff representatives with the announcement of the succeeding meeting.
- H. AGENDA: The agenda for each Commission meeting shall be included in the announcement of the meeting. The Executive Committee shall set the agenda for each meeting. The Chairperson may defer Commission consideration of any item on the announced agenda whenever appropriate.
- I. ATTENDANCE: Members are required by City Code to attend at least 75% of all regular meetings of the Commission. The Agency on Aging shall maintain an official report of attendance and make an annual report to the City's Secretary for Boards and Commissions.
- J. COMMISSION FINDINGS: Commission findings developed from its evaluation of the delivery of services to seniors shall be included in the annual report to City Council, but they may be submitted separately if the Commission believes it a matter of urgent concern.

V. BY-LAWS

- A. EFFECTIVE DATE: These By-Laws shall become effective upon affirmative vote to adopt by two-thirds of the members present.
- B. AMENDMENT
 - 1. By Members: Amendments offered in writing by any member of the Commission at a regular meeting shall be placed on the agenda for the next regular meeting. Adoption shall require an affirmative vote of two-thirds of the members present.
 - 2. By Ad-Hoc Committee: Recommendations of the committee shall be transmitted to members with the agenda of the regular meeting next succeeding the Committee's completion of its assignment. Adoption of the recommendations shall require an affirmative vote by two-thirds of the members present at this meeting.

VI. COMMITTEES

A. Executive Committee

1. Composition: The Executive Committee shall consist of the officers of the Commission and the Chairpersons of Standing and Ad Hoc Committees, or their designees.
2. Meetings: The Executive committee shall meet on Monday of the week preceding the regular monthly Commission meeting, or at the call of the Commission Chairperson.
3. Responsibility: In the event that a decision is required from the Commission on Aging prior to its next meeting, the Executive Committee is empowered to act for the Commission

Committee action of this type will be reported at the next regular meeting of the Commission.

B. Other: The work of the Commission shall be accomplished through the Standing and Ad Hoc committees, or as a Committee of the Whole.

C. Composition of Committees:

1.
 - a. Commission Members: Each Committee shall have at least three members of the Commission as regular members, one of whom shall be designated Chairperson.
 - b. Others: Representatives of public and private agencies and organizations, users of services for the aging, and interested Alexandria citizens shall be appointed as members of these Committees as the Commission may decide.
2. Meetings: Each of these Committees shall meet as frequently as needed to accomplish the assigned purpose, at the call of the Committee Chairperson. All meetings shall be open to the public.
3. Officers
 - a. Chairperson: Committee Chairs shall be named by the Commission Chairperson.
 - b. Secretary: Each Committee may select one of its members to be the Committee's Secretary. The principal duty of the Secretary is to make a record of the Committee activities and provide a copy to the Agency on Aging and to the Committee Chair. If no other Committee member is designated as Secretary, The Committee Chairperson shall be responsible for assuring the record is kept and copies delivered to the Agency on Aging.
4. Responsibilities - Each Committee shall:
 - a. Actively participate in the responsibilities of the Commission for needs assessment, planning, review, and evaluation of services provided within the subject area assigned to the Committee.
 - b. Provide the following reports to the Commission:
 - (1) by April of each year, a re-assessment of needs and goals in the subject area, and budget requirements to achieve the desired level of service, in a form suitable for inclusion in the Agency on Aging's annual Area

- Plan for Aging Services;
 - (2) by June of each year, a summary of accomplishments during the year and forecast of needs, goals and activities during the coming year, in a form suitable for the Commission's Annual Report to the City Council; and
 - (3) Report, at monthly meetings of the Commission, whenever the Committee desires Commission action or to inform Commission members about plans and programs pursued by the Committee.
- c. Deliver minutes of meetings to the Alexandria Agency on Aging in time to permit duplication and distribution to all Committee members with the call to the next meeting.

D. AD-HOC COMMITTEES

1. Formation: Committees may be formed by motion of the Commission to serve special purposes as the need arises. The Commission Chairperson may establish special purpose Committees when deemed necessary to accomplish the work of the Commission.
2. Composition: Such Committees shall have membership as provided in paragraph Article VI. C. 1. a. above, unless a majority of the Commission members present at the time of formation direct a smaller number. Members shall be appointed by the Commission Chairperson, who shall also designate the Chairperson for the Committee.
3. Meetings: Such Committees shall meet as frequently as needed to accomplish the assigned purpose, at the call of the Committee Chairperson. All meetings must be open to the public.
4. Minutes: The Committee Chairperson shall assure that a written record of each meeting is kept, and copies of the record transmitted to the Agency on Aging and to the Commission Chairperson.

VII. PARLIAMENTARY GUIDE: Meetings of the Commission and its Committees shall be conducted using Robert's Rules of Order Revised.

VIII. DISTRIBUTION: Copies of these By-Laws shall be provided to all members. The Alexandria Agency on Aging shall maintain the Official copy of the By-Laws.

BY-LAWS REVIEWED AND APPROVED BY THE COMMISSION: June 10, 2010

SIGNATURE OF COMMISSION CHAIR:

SIGNATURE OF COMMISSION SECRETARY _____